



Virginia Department of  
**HUMAN RESOURCE**  
MANAGEMENT

Office of  
Health Benefits

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HUMAN RESOURCE MANAGEMENT**

**Benefits Administrator Memo #01-15**

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To: Benefits Administrators

From: Charles S. Reed, Associate Director  
State and Local Health Benefits Programs

CC: All OHB

Date: October 16, 2001

Re: - Flexible Benefits issue of *Spotlight*  
- New Flexible Benefits Sourcebook

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**Spotlight Issue Focuses on Flexible Benefits**

The October 2001 issue of the *Spotlight* newsletter features important information about the Commonwealth's Flexible Reimbursement Accounts (FRAs) and instructions about enrolling during the November 1 - 30 annual enrollment period. EmployeeDirect will be the primary method for employees to enroll in FRAs, although participants will still be able to use the standard FRA Election Form. Remember that employees now select their tax options for paying premiums (pre-tax or after-tax) during spring Open Enrollment for health benefits rather than during the fall annual enrollment for Flexible Reimbursement Accounts.

*Spotlight* will be mailed on October 18 to the homes of active employees. A copy is enclosed for your information. This issue also contains articles related to health benefits which will be of interest to employees and their family members.

A small supply (5% of FTE) of *Spotlight* will be sent automatically to each agency as listed on our materials distribution list. The materials list is different from the correspondence list used to distribute this memo. Agencies on the materials list can expect to receive their supply of *Spotlight* beginning the week of October 22. Please use these extra newsletters for any employees who did not receive *Spotlight* at their homes.

## **Flexible Benefits Sourcebook Revised**

Attached is a copy of the new Flexible Benefits Sourcebook. It has a slightly different format for 2002 (see the enclosed copy). For your convenience, we are sending a supply (5% FTE) to each agency based on the materials distribution list. In addition, each agency will receive two Flexible Benefits posters and a supply of FRA Election Forms. You can expect to receive your supply of these materials in a separate mailing the last week of October. If you wish to order more copies of the Flex Sourcebook, please use the enclosed State Materials Order Form. The Flex Sourcebook, FRA Election Form and State Materials Order Form are available on the DHRM Web site.

Enclosures:

[Spotlight newsletter](#)  
[Flexible Benefits Sourcebook](#)  
[Flexible Benefits Poster](#)  
[FRA Election Form](#)  
[State Materials Order Form](#)